

UNIVERSITY OF MS FSHN - Dietetic

FLORIDA Internship

CALS | IFAS | FSHN



**2023
2024**

Program Handbook Policies & Procedure Manual

The purpose of the Master of Science - Dietetic Internship (MS-DI) Handbook and Policy & Procedure Manual is to serve as a supplement to the University of Florida Graduate Handbook and the FSHN Department Graduate Student Handbook. The contents are reviewed and revised annually to explain the policies and procedures of the MS-DI Program (ACEND Required Element 8.2).



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WELCOME TO THE UF MS-DI PROGRAM

Welcome to the University of Florida Master of Science - Dietetic Internship (UF MS-DI) Program! The UF MS-DI Program provides a strong science-based graduate curriculum and dietetic internship experience.

Throughout your time here at UF, you will be immersed in nutrition coursework and have opportunities to participate in a variety of community, research, and clinical experiences that will introduce you to the issues that dietetics practitioners face while providing opportunities to gain the knowledge and skills needed for effective practice.

The UF dietetics faculty and staff wish you success as you work toward completion of a Master of Science degree and achievement of the core competencies for dietitians!

This Handbook describes the policies and procedures that govern your participation in the UF MS-DI and the program's compliance with ACEND Accreditation Standards. As a program of UF, the College of Agricultural and Life Sciences (CALS), and the Food Science and Human Nutrition (FSHN) department, the MS-DI Program falls under the policies and procedures of the UF Graduate Student Handbook and Catalog and the FSHN Graduate Student Handbook. It is important to frequently review each of these handbooks to maintain awareness of your rights and responsibilities.

OVERVIEW OF THE PROGRAM

UF's MS-DI Program offers the Dietetic Internship (DI) component that is necessary to become a Registered Dietitian Nutritionist. Students who match with the UF MS-DI program through D&D Digital, and who are admitted into the program, will complete graduate coursework during semesters 1, 2, and 4 on UF's campus in Gainesville, FL. A summer practicum, 3rd semester, will be located at facilities in Gainesville and surrounding areas. The last semester (semester 5), students will complete their DI rotations off campus at UF MS-DI affiliate sites.

Interns Accepted	8 students are accepted during the Spring match
Application Deadline	January 15 (MS application to UF Graduate School) & February 15 (DICAS application)
Eligible Applicants	Graduates of an accredited DPD program, who receive a DPD Verification Statement upon graduation
Program Location	UF's campus and affiliated internship locations primarily within the greater Gainesville area
Total Graduate Credits	42 total graduate credits (33 graded + 9 internship)
Cumulative Practice Hours	1,003 hours
Anticipated Time for Completion	22 months
Completion Schedule	Year 1: 2 semesters of graduate course work + 1 semester of supervised practicum rotations Year 2: 1 semester of graduate course work with 1 semester of supervised practice (January – May)
Upon Completion Student Receives	AND Dietetic Internship Verification Statement + M.S. degree in Food Science and Human Nutrition from UF



A LOOK AT OUR PAST GRADUATES

Generally, the UF MS-DI program graduates seek employment within the state of Florida in the areas of clinical and community dietetics. Most find employment within three months after graduating. Full-time, entry-level, self-reported annual salaries from our graduates have ranged from \$35,000 to \$75,000.

UF MS-DI graduates
have a **100%** five-year
average pass rate on the
**Registration Examination
for Dietitians**
(2015 – 2022)

PROGRAM MISSION

The mission of the UF MS-DI Program is to provide a progressive and effective course of study that integrates graduate education, research, service, and supervised practice to develop competent registered dietitians/registered dietitian nutritionists with advanced nutrition knowledge and who are prepared to meet the needs of the citizens of Florida and the nation.

This mission is accomplished through a partnership among the dietetics faculty, university-wide faculty, rotation site preceptors, current and former students, prospective employers, administrators, community groups, and other external constituencies.

PROGRAM GOALS AND OBJECTIVES

Goal 1: Prepare competent, Master of Science degree trained dietetics practitioners for employment in entry-level positions.

Objectives (based on five-year average except where noted):

1. At least 80% of interns complete program requirements within 2.25 years (150% of the program length).
2. Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
5. 100% of employers who return the employer survey will rate the graduates overall entry-level competence as "satisfactory" or greater.
6. 100% of students will be rated by their site preceptor as "competent for entry-level practice" by the end of each student's staffing experience rotation.
7. 100% of employers who return the employer survey will rate the graduates' nutrition and dietetics knowledge base as "satisfactory" or greater.
8. At least 75% of graduates who return the employer survey will rate the graduates' overall performance as "satisfactory" or greater compared to other entry-level dietitians they have employed.
9. At least 80% of graduates who return the graduate survey will rate their perception of the adequacy of the education and training provided by the MS-DI program as "satisfactory" or greater.



Goal 2: Prepare graduates who use peer-reviewed research and evidence-based guidelines to address practice-related issues.

Objectives (based on 5-year average):

1. At least 80% of program graduates employed in the area of nutrition and dietetics and who complete the graduate survey, will agree that they use peer reviewed research and evidence-based guidelines to address practice-related issues.
2. At least 80% of program graduates employed in the area of nutrition and dietetics and who complete the graduate survey, will agree that they use peer reviewed research and evidence-based guidelines to develop, review, and or use educational programs, materials, or policies in their work setting.
3. At least 80% of employers who complete the employer survey will agree that program graduates demonstrate the ability to use peer-reviewed research and evidence-based guidelines to address practice-based issues.
4. At least 80% of employers who complete the employer survey will agree that program graduates demonstrate the ability to use peer-reviewed research and evidence-based guidelines to develop, review, and/or use educational programs, materials, or policies.

Program outcomes data is available upon request by contacting Program Director or Coordinator.

MS-DI Program Director	MS-DI Program Coordinator
Dr. Jeanette M. Andrade, PhD, RDN, FAND 467B Food Science and Human Nutrition 352-294-3975 jandrade1@ufl.edu	Mrs. Kohrine Hazim, MS, RDN, LDN Remote; contact for Zoom appointment 352-294-3745 kcounts77@ufl.edu

THE EDUCATION OF PRACTITIONERS: A CONCISE HISTORY

Since the establishment of the Academy of Nutrition and Dietetics in 1917, dietetics educators have used different methods to identify, teach, and model the knowledge and skills needed for competent practice. Consequently, the curriculum, standards, and requirements for dietetics education programs are revised as scientific discoveries, advances in technology, and changes within health care provide new challenges and opportunities for practitioners.

At UF, graduate education in dietetics began in 1983 with the accreditation of a combined MS-DI program. In 1988, UF was among the first ten programs nationwide to develop an Approved Pre-professional Practice Program (AP4). However, in 1995, the Academy implemented changes eliminating the AP4. The UF MS-DI Program was accredited as a combined program in 1998 after successfully completing the self-study and site visit process. The program was most recently reaccredited for another seven years in February 2019.

The UF MS-DI Program is accredited by the [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#), an agency of the Academy of Nutrition and Dietetics. ACEND accredits education programs that prepare students for careers as registered dietitians (RD)/registered dietitian nutritionists (RDN) or dietetic technicians registered (DTR). ACEND is recognized by the United States Department of Education and exists to serve the public by establishing and enforcing



Accreditation Standards. These requirements and standards ensure the quality and continued improvement of nutrition/dietetics education programs. ACEND may be contacted by:

- Email: ACEND@eatright.org
- Phone: 800-877-1600, ext. 5400
- Mail: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

The Self-Study and Program Assessment Report (PAR) are documents that describe how the program complies with ACEND's standards and requirements. Students enrolled in the program are welcome to review the PAR and Self-Study; copies available upon request.

ACCREDITATION STANDARDS

The ACEND 2022 Accreditation Standards (2022 Standards) for Dietetics Internship Programs became effective in June 2022. To promote continuous quality improvement, our faculty is committed to ongoing assessment of the curriculum to ensure we are meeting and adhering to the standards and requirements. The Core Competencies for the RD/RDN for the 2022 Standards (Appendix I) represent a broad base of diverse experiences to develop future proficiency in specific areas of practice necessary for future career mobility.

THE PATH TO BECOME AN RDN

Becoming a Registered Dietitian Nutrition (RDN) is a [multi-step process](#).

1. The student must complete the required Didactic Program in Dietetics (DPD) coursework, earn a baccalaureate degree, and receive a DPD Verification Statement. The DPD Verification Statement verifies that the DPD graduate met the required ACEND Standards of Education and is eligible to begin an ACEND-accredited internship program.
2. The student will then need to be accepted into and successfully complete a Dietetic Internship (DI), along with a master's degree (beginning January 2024). The UF MS-DI program satisfies both the DI component and the graduate coursework needed to earn a master's degree.
3. Once all requirements of the graduate program and the DI have been completed successfully, either five signed, original copies or an official electronic copy of the ACEND Verification Statement of Internship Program Completion are issued to each student who completed the MS-DI program.
 - Students should keep these copies in a safe place as they will be needed to apply to take the Registration Examination for Dietitians and for state licensure. Employers also may require a copy. (ACEND Required Element 8.2.n)
4. Once the DI Verification Statement is issued, the student is eligible to sit for the national Registration Examination for Registered Dietitian Nutritionists administered by CDR.
5. The final step to becoming an RDN is to earn a passing score on the examination.
6. Upon becoming an RDN, maintenance of the credential requires payment of a [yearly fee and completion of continuing education](#). In addition, some states/employers require



obtainment of [state licensure](#). For more information about state licensure in Florida, visit [Florida Health](#).

UF's Pathway to Become an RDN	
STEP	OUTCOME
Complete bachelor's degree and earn the DPD Verification Statement	DPD Verification Statement
Apply to UF Graduate School	If UF Graduate School requirements are met, applicant will be invited to apply through DICAS
Apply to UF MS-DI Program through the DICAS portal and D&D Digital	Potential match with UF MS-DI Program
UF Graduate School conditional admittance <u>and</u> D&D Digital match with UF MS-DI	Acceptance into UF MS-DI Program
Complete the UF MS-DI Program	DI Verification Statement and MS degree
Study and register for the RDN exam	Upon taking and passing the exam, RDN Certification by CDR

APPLICATION AND ADMISSION REQUIREMENTS

Admission into the UF MS-DI program occurs in two general steps. The application process for both parts is described below.

UF Graduate School Application

- Apply to the UF [Graduate School](#) by **January 15th**, noting the MS in Food Science and Human Nutrition as your preferred program.
- As part of the application, you will need to submit these supporting documents:

Personal Letter of Intent

In no more than 500 words, explain how the UF MS-DI program will assist you in achieving your career goals.

Transcripts

Prospective graduate students who completed their undergraduate program at UF, do NOT need to include transcripts in their application for Graduate School at UF. Those students with transcripts from other universities MUST have their transcripts sent to the Graduate School at University of Florida.

Three (3) Recommendation Letters

At least **two** should be written by faculty members and the third from a professional. These letters should discuss your strengths and weaknesses in the ability to interact and work effectively with others; critical thinking skills and ability; communication skills, including written and verbal skills with both peers and superiors; professionalism; and work ethic.



GRE Scores - OPTIONAL

GRE scores are no longer required to apply to the UF MS-DI program. However, applicants are welcome to submit their GRE scores to the UF Graduate School. Any submitted scores will be considered as part of the applicant’s application packet.

- Upon receipt of the Graduate School application and supporting documents, the application review committee will invite those applicants that meet the UF Graduate School requirements to apply to the MS-DI program via DICAS.
 - Full admission into the UF MS-DI program hinges on successful matching through the DICAS and D&D Digital process (see below).

DICAS Dietetic Internship Application & the D&D Digital Matching Process

- Complete and submit your application to [DICAS](#).
 - In your personal statement, be sure to include your strengths and weaknesses, long and short-term professional goals, and how the UF MS-DI program will help you achieve your professional goals (limit to 1,000 words).
 - For your letters of recommendation, two should be from faculty members and one should be from a work supervisor or practicing professional who supervised your volunteer work. These recommendation letters could be the same as the ones you submitted to the graduate school. E-mail [DICAS](#) for more information.
 - The on-line application must be completed for our program **by 11:59 p.m. Central Time on February 15**. There is a \$50.00 application fee.
- Complete and submit [D&D Digital](#) paperwork entering the UF MS-DI program as a match choice by 11:59pm on February 15. There is a \$65.00 computer matching fee. The UF MS-DI only accepts students in the Spring (**February 15**) computer matches.

Openings in MS-DI Program	8
Average number of applicants	25
GRE scores	Not required
Minimum GPA required (cumulative and DPD)	3.00
Average DPD GPA of enrolled interns	3.50
Interview	A virtual interview may be conducted at discretion of Program Director
Ranking of Importance	1. Personal Statement (60%) 2. GPA (25%) 3. Recommendation Letters (15%)

ENTRY INTO THE PROGRAM

Prior to beginning the MS-DI Program, each student must submit several documents that will be filed in their permanent UF MS-DI records. These documents include an original copy of the **DPD Verification Statement** indicating completion of a DPD Program and an official copy of his/her



transcript in a sealed envelope with the institution’s official seal verifying graduation from an accredited college or university.

In addition, students must also submit their immunization records or proof of immunity (as set forth in Florida statutes 1006.69, Florida Board of Governors Regulations Chapter 6 as well as recommended by the Advisory Committee on Immunization Practices (CDC)). This is a university-wide requirement.

GENERAL PROGRAM COSTS

All expenses are the responsibility of the student. All listed costs are annual estimates for the [2023 – 2024 academic year](#) that depend on a variety of factors. Actual individual expenses may be greater or less than projected.

Program Fees	Cost
UF Tuition and Fees 2023-24 academic year (\$12,740 for in-state fall/spring; \$4,780 for in-state summer; out-of-state \$30,134)	Florida resident: \$17,520 Non-Florida resident: \$34,914
Federal Student Loan Fees	\$87
Books, Course Materials, Supplies, and Equipment	\$1,450
Housing, Transportation, and Personal Expenses	Varies
Health Insurance Cost is the price of the plan offered to UF students. Students do not need to purchase a policy from United Healthcare, however they must provide proof of health insurance for the duration of the program	\$3,093
Liability Insurance	Covered by UF MS-DI Program
Medical Tests: Immunizations, TB test, Drug screen	\$90-200
Criminal Background Check	\$74
Professional Memberships	\$73
Safety Shoes	~ \$75
Transcript Request for Registration Exam	\$6
Other	Varies

MS DEGREE REQUIREMENTS

Degree requirements include those outlined for a master’s degree by the [Graduate School](#) and the FSHN department.

- The MS-DI program requires completion of 42 credit hours.
 - Includes 33 graded course credit hours and 9 internship course credit hours (1,003 supervised practice hours, about 5 months full-time):
 - Year 1: Fall Semester
 - HUN 6245 – Advanced Human Nutrition, 3 credits
 - BCH 6206 – Advanced Metabolism, 3 credits
 - FOS 6915 – Research Planning, 2 credits
 - HUN 6626 – Nutrition Education, 1 credit



- Year 1: Spring Semester
 - HUN 6835 – Research Projects 2, 2 credits
 - STA 6166 – Statistical Methods Research I, 3 credits
 - DIE 6241 – Advanced Medical Nutrition Therapy 1, 4 credits
- Year 1: Summer Semester
 - DIE 6905 – Problems in Dietetics, 3 credits
 - DIE 6940 – Community Nutrition Practicum, 3 credits
- Year 2: Fall Semester
 - DIE 6242 – Advanced Medical Nutrition Therapy 2, 3 credits
 - HUN 6245– Nutritional Aspects course, 3 credits
 - HUN/FOS 6XXX – Elective, 3 credits
- Year 2: Spring Semester
 - DIE 6942 – Dietetic Internship 1, 9 credits

PROGRAM ACCOUNTABILITY, RESPONSIBILITIES, & POLICIES

Statement of Equal Opportunity. In accordance with the rules and regulations governing the University of Florida, the MS-DI Program does not discriminate on the basis of age, race, color, national or ethnic origin, religious preference, disability, or gender. See the [UF Graduate Catalog](#) for more information. Scholarships, stipends, and other awards are given according to established guidelines and procedures that do not violate student rights. (ACEND Element 7.1)

Distance education and/or online testing. The UF MS-DI Program does not provide distance instruction and/or online testing of interns except in extreme cases (i.e. pandemic). In those cases, University policies and guidelines are followed. (ACEND Required Element 8.2.o)

Recency of Education. Students must have taken courses no more than 5 years prior for core dietetics courses like MNT and FSM and have earned any previous degree no more than 10 years prior for the student to be considered for admission to the major and program. (ACEND Required Element 8.2.i)

Recordkeeping and access to personal files. The program director and coordinator maintain files containing DI-related information (i.e., immunization records, transcripts, signed waiver forms, student complaint records) for current students and recent graduates (up to 7 years) within locked cabinets in FSHN administrative offices. Verification statements are retained permanently regardless of the length of time since graduation. Graduate school related files are maintained for the FSHN Graduate Coordinator by the Graduate Student Clerk in room 359 FSHN. Students have the right to review their personal educational records.

To review your educational records, contact the MS-DI Program Director (for DI-related information) or Graduate Coordinator (for graduate program related information). Letters of recommendation or materials to which the student has waived his/her rights will not be available for review by the student. Additional information can be found in the [Graduate Catalog Confidentiality of Student Records](#) and the [UF Dean of Students Office](#); the latter also outlines the procedures for challenging content of a student record. (ACEND Required Element 8.2.s)



Privacy protection of information (confidentiality of student records). The University of Florida, in accordance with the State University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974 (FERPA, aka the Buckley Amendment) assures the confidentiality of student educational records. However, student educational records may be released without the student's consent to school officials who have a legitimate educational interest to access the records, and the university may disclose information from a student's educational records to either individuals or entities permitted such access under applicable federal and state law ([Graduate Catalog Confidentiality of Student Records](#)). See the [UF Graduate Catalog](#) and the [UF Graduate Student Handbook](#) for more information. (ACEND Required Element 8.2.r)

Paid compensation as part of the MS-DI Program. A limited number of teaching assistant (TA) positions may be available for one to four semesters, depending on financial resources allocated to the department and departmental need.

In the first semester of the program, students interested in being a TA will be prompted to submit an application to express interest.

Students are selected for TA positions by a subset of the FSHN Graduate Committee. Selection is based on each student's academic accomplishments, knowledge/prior experience in areas applicable to courses requiring a TA, perceived teaching abilities, perceived level of professional characteristics (i.e., dedication, attitude, communication skills, cooperativeness, punctuality, etc.), and other factors that match the department's TA needs. Students are assigned responsibilities based on the faculty member's course needs. Compensation is based on their full-time equivalent assignment (0.25 FTE, equivalent to 10 hours per week, respectively) and established compensation rates for TA positions. TA positions include tuition waivers and health insurance coverage, as long as the student is considered a full-time student.

Course assistant (CA) positions are available occasionally as funding and needs permit. CAs generally assist with proctoring exams and grading assignments for courses. CAs are selected based on the same criteria listed above, although perceived teaching ability is less of a consideration. CAs are paid a flat fee for the semester, as determined by the Department Chair.

Stipends may be available for certain elective internship rotations. Students who request a rotation site that offers a stipend may need to complete an application process (and then be selected) based on interview, number of internship openings, overall internship schedule, and/or other factors. (ACEND Required Element 8.2.f)

Access to student support services. Various support services are available for graduate students. Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The [UF Counseling and Wellness Center](#) provides confidential counseling services at no cost for enrolled students. Resources are also available for students having personal problems or lacking clear career or academic goals which interfere with their academic performance. This information also is included in course syllabi and the *UF Graduate Student Handbook*. (ACEND Required Element 8.2.t)



Student Support Services		
Service	Services provided	Contact Information
<u>Dean of Students Office</u>	Provides services to enhance students' success: individual learning strategy, coaching sessions, on time management, goal-setting, prioritization, note- and test-taking	Phone: 352-392-1261 Address: 202 Peabody Hall PO Box 114075
<u>Student Health Care Center</u>	Comprehensive physical and mental health services through wellness promotion and compassionate and accessible care	Phone: 352-392-1161 Address: 2140 Stadium Road
<u>UF Counseling and Wellness Center</u>	Individual and group counseling services	Phone: 352-392-1575 Address: 3190 Radio Road
<u>Career Connections Center</u>	Career development assistance and counseling	Email: ufcareercenter@ufsa.ufl.edu Phone: 352-392-1601 Address: J. Wayne Reitz Union, Suite 1300
<u>Writing Studio</u>	Improvement in writing skills through workshops and one on one consultations	Phone: 352-846-1138 Address: 2215 Turlington Hall
<u>Student Financial Affairs (ONESTOP)</u>	Financial aid applications and information, scholarship information and short-term loans	Phone: 352-392-1275 Address: S-107 Criser Hall
<u>U Matter We Care</u>	An umbrella for care-related programs and resources for students and employees	Email: umatter@ufl.edu Phone: 352-294-2273 See website for resource hubs

Disciplinary/termination procedures. Students may be disciplined or terminated for violation of the University Academic Honesty Guidelines. See [UF Dean of Students Office](#) and the FSHN Graduate Student Handbook. As a result of completing registration at the University of Florida, students are committing themselves and their peers to the high standard of honor required by the Honor Code. The Honor Code is: ***“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”*** Furthermore, on all work submitted for credit at the University of Florida, the following pledge is either required or implied: ***“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”*** In addition, individuals who become aware of a violation of the Honor Code are bound by honor to take corrective action.

Students who violate the Honor Code will be disciplined according to the process outlined by the [UF Dean of Students Office](#) and may face suspension or termination from the program. In addition to the UF Honor Code and other UF policies and procedures, students in the MS-DI Program are bound by the [Academy of Nutrition and Dietetics’ Code of Ethics](#) and by policies and procedures of



the sites where supervised practice experiences are conducted. Students who breach patient, client, resident, or veteran confidentiality and/or HIPAA guidelines will be disciplined according to site policy and procedures and may face legal prosecution and program/university termination. Students also may be terminated for inappropriate behaviors and criminal actions. (ACEND Required Element 8.2.l)

Program retention and remediation procedures. For students who do not show satisfactory progress and performance at the mid-point evaluation in each internship rotation, a plan of action is developed in conjunction with the student, site preceptor, and UF faculty. All components of the action plan must be satisfactorily completed within the time frame specified, which will be no later than the end of the rotation. Students who do not show evidence of satisfactory performance (i.e., professional behaviors, achievement of competencies, and overall intern performance rating), as well as completion of rotation objectives and planned learning experiences at the final evaluation for each rotation, will receive a grade of “I” for the course. The student will then be offered the opportunity to improve their performance through additional case study work, projects, study guides, remedial training, and/or additional supervised practice hours as appropriate. Remedial/tutorial activities will be conducted at a time that is convenient for site affiliates, preceptors, and UF faculty. This will add time to the length of program completion. The maximum amount of time allowed for completion of all MS-DI program requirements is one year beyond the originally scheduled completion date.

Evaluation reports are kept in each student’s permanent record. If the student does not progress to a level of performance that meets expectations of professional and competent practice within a reasonable time frame, as determined by the site preceptor(s) and UF faculty, the student will be dismissed from the program. Interns acknowledge their understanding of, and agreement with, this policy. (ACEND Required Element 8.2.j-m)

Counseling students with minimal chance of success into career paths appropriate to their ability. The process for counseling students into career paths appropriate to their ability, if such as circumstance arises, will include an initial meeting and follow-up meetings (as needed) between the student and the MS-DI Program Director. This meeting will be used to discuss the student’s situation including an honest appraisal of the performance indicators and/or behaviors suggesting the student has minimal chance of success, and to determine the likelihood of success with remediation. This includes a discussion of the expected length of time it might take to achieve satisfactory remediation.

If remediation has already occurred without evidence of success, the discussion will focus on evaluating the student’s strengths and looking at other options for which the student may be well suited. This will include discussing the student’s interests, as well as the types of things in which they are clearly not interested; exploring information available online about potential majors and careers; connecting the student with resources such as the [UF Career Connections Center](#) where the student can explore careers using an online tool (i.e. [CHOMP – Career Help](#)) or meeting with career counselors; and providing assistance with arranging meetings with faculty from other disciplines, students enrolled in other majors/careers, and individuals working in the field. Majors potentially available to students interested in health-related programs at UF include Family, Youth, and Community Sciences (FYCS); Public Health; Health Education and Behavior; and Applied Physiology and Kinesiology.



The MS-DI Program Director also will suggest that the student explore experiential opportunities, such as shadowing or volunteering, in potential areas of interest. Once a new path is identified, the MS-DI Program Director will assist the student with the transition by providing necessary documentation. (ACEND Required Element 8.1.I, t)

STUDENT/INTERN RESPONSIBILITIES

While enrolled in the MS-DI Program, the following policies and procedures apply to all students.

Registration, withdrawal, and refund of tuition and fees. The University of Florida has established deadline dates and procedures for registration, withdrawal, and refunds. For details, see the [UF Graduate Catalog](#) or the [Graduate School website](#). (ACEND Element 8.2.p)

Email. All students are required to maintain an active UF email account and to **check and respond to their email messages from faculty, staff, and preceptors daily Monday-Friday, at minimum.** When first setting up your UF email, choose a [Gatorlink account](#) name (which will also be your UF email address) that is professional because it cannot be changed.

Immunizations and health and screening status, including drug testing. The University of Florida and program affiliates require students to provide proof of immunization (at minimum: tetanus, 2 live MMR, PPD/chest x-ray, hepatitis B, and flu (or declination)). Immunization records must be received prior to beginning the program (due date sent to incoming students). Prior to entering the internship portion of the program, students may need to complete a 10-panel drug test. The fee for immunizations and drug screening is the responsibility of the student.

Most site affiliates require documentation concerning communicable diseases and evidence of a negative PPD test obtained less than a year from the start of the rotation. As such, students will need to repeat their PPD test and flu shot at least once during the MS-DI Program. Additionally, internship sites may require immunization for COVID-19. If a student is unable to be vaccinated, a student will be provided alternatives of completing their MS degree without completing the internship. The MS-DI Program Coordinator will inform the students about site-specific requirements in advance of starting internship rotations. (ACEND Required Element 8.2.d)

Criminal history background check. Prior to entering the program, students will need to submit results of a nationwide criminal history background check. The MS-DI Program Coordinator will provide students with the information needed to secure the background check. The fee for this service is the responsibility of the incoming student. A clear record is required in order to start the program. Criminal history background checks are required on an annual basis while within the program. (ACEND Required Element 8.2.d)

FSHN Seminar. All graduate students are **required to attend** the FSHN Nutritional Sciences Seminar series every semester except for the semesters during which they are enrolled in DIE 6905 Problems in Dietetics, DIE 6940 Community Nutrition Practicum and DIE 6942 Dietetic Internship I.

Professional development. To foster professional development, students are required to become members of the Academy of Nutrition and Dietetics and the [North Florida Academy of Nutrition and Dietetics \(NFAND\)](#). Minimally, students must attend two NFAND meetings per year, excluding socials, and be involved in NFAND committees. Information about meeting dates will be provided



to students as soon as they are available. Students are required to attend workshops and in-services established by current MS-DI students and are encouraged to attend other professional meetings and conferences (i.e. [Florida Academy of Nutrition and Dietetics](#) Annual Symposium or [FNCE](#)), as their schedule permits.

Social media use, guidelines, and policy implications. The University of Florida [Social Media Use Guidelines](#) apply to all employees and students, as well as to all forms of social media including Facebook, Twitter, Instagram, blogs, YouTube, and text messages. These guidelines also apply when using personal accounts, even outside of work, school, and supervised practice hours, when your actions affect your responsibilities as a member of the university community. Violations of the policies and regulations related to the use of social media may result in criminal or civil penalties. Disciplinary action that could affect your status as a student. Student-posted online content should be compliant with HIPAA regulations and reflect good judgment, professionalism, adherence to the AND/CDR Code of Ethics, and the UF Social Media Use Guidelines. MS-DI students are required to read the University of Florida [Social Media Use Guidelines](#) (Appendix II) and sign (Appendix II) indicating you have read and will abide by them.

Use of personal technology during supervised practice experiences and classes. Personal technology includes, but is not limited to, a cell phone, laptop, and tablet-type devices. During supervised practice hours and classes, students must refrain from using technology for personal reasons. Exceptions would be during official breaks, such as a lunch break. However, use during these times should be limited to non-patient care areas, such as the cafeteria or designated office area. Additionally, students must ensure HIPAA and confidentiality with use of technology; protect safety of patients from interference of personal technology with medical equipment by following site guidelines and posted signs; store personal technology items securely to avoid loss or theft; consider infection control aspects of personal technology at the site; and consider others by using only the vibration mode in areas where personal technology is allowed.

Waivers, agreements, and contracts. Before beginning internship activities, students must read the MS-DI Handbook and Policy and Procedure Manual and sign all appropriate documents in the Appendices, including the MS-DI Program Contractual Agreement (Appendix II).

Coursework. Due to the demands of the program, students are not permitted to take any undergraduate courses. Graduate coursework includes required courses and a list of courses that can be used to meet the degree requirements established by the FSHN Department (refer to the FSHN Graduate Student Handbook and the FSHN/Dietetics website). The only course for which students may register during the full-time internship phase of the program is DIE 6942 (spring; 9 credits). **Registration for additional courses is prohibited.**

Evaluation of coursework. Students are evaluated during and at the conclusion of each course. Grades are based on performance on quizzes, tests, assignments, papers, presentations, projects, class participation, and other activities as specified in the course syllabi. The grading scale is included in course syllabi. **Per the course syllabi, students must earn a grade of “B” or better (a grade of “B-” does not allow the student to progress) in DIE 6905 (Problems in Dietetics), HUN 6940 (Community Nutrition Practicum), DIE 6241 (Advanced MNT 1) and 6242 (Advanced MNT 2) in order to progress to the full-time internship component of the program.** All pre-internship experiences associated with formal courses must be completed satisfactorily in order to progress



to the next semester. Visit the [UF Graduate Catalog](#) for further information about University requirements of graduate status and grades. (ACEND Required Element 8.2.j)

Academic Standing. A student must be considered in good standing prior to starting the internship. Good standing is defined as maintaining a graduate cumulative GPA of 3.00 or higher for all graduate course work.

Internship pre-requisites. Prior to starting the full-time component of the dietetic internship (semester 5), students are required to:

- have an overall GPA of ≥ 3.0 (failure to satisfactorily complete coursework (i.e., overall GPA < 3.0) will delay entering the internship)
- earn a grade of $\geq B$ (not B-) in DIE 6241 (Advanced MNT I), Semester 3 DIE 6905 and DIE 6940 (Summer Practicum courses), and DIE 6242 (Advanced MNT II).
- complete all graduate courses listed on the student's Proposed Program of Coursework except DIE 6942 – Dietetic Internship Part 1
- meet all other requirements outlined in other parts of the MS-DI Handbook and Policy and Procedure Manual (e.g., HIPAA training; up-to-date immunizations; satisfactory background check; satisfactory drug screening results, etc.)

International Students

International students must contact their international student advisor in the UF International Center prior to engaging in any field experiences, training activities, employment, volunteering, etc. Field experiences/training activities may include but are not limited to: alternate work/study, internships, externships, shadowing, cooperative education, practicums, clerkships, clinicals, rotations, etc., whether required or optional, paid or unpaid/volunteer, part-time or full-time, on-campus or off-campus, on-site or remote.

- If you hold an F-1 visa, you may be required to apply for [Curricular Practical Training \(CPT\)](#) in order to engage in any field experiences, training activities, employment, etc. Click on [CPT](#) to read the detailed information. If eligible, failure to apply for and obtain CPT authorization from your [F-1 International Student Advisor](#) to engage in the field experience, training activity, or employment prior to starting the activity may result in violation of your F-1 visa status. Should you have any questions you may attend your [F-1 International Student Advisor's Virtual Office Hours](#) to discuss eligibility and your questions. Having your offer or placement letter during the virtual office hours will greatly help in your F-1 Advisor's ability to assist you.
- F-2 visa holders may not engage in any field experiences, training activities, or employment.
- If you hold a J-1 or J-2 visa, please contact your [J Advisor](#) regarding obtaining authorization to engage in any field experiences, training activities, or employment.
- If you hold any other immigration status, please contact an immigration attorney to determine eligibility to engage in any field experiences, training activities, employment, etc.



Academic Probation

Graduate students with less than a 3.0 cumulative grade point average for University of Florida course work and a grade point deficit of fewer than 15 shall be placed on academic probation. Academic probation will be continued for all Graduate students for as long as they have a grade point deficit of fewer than 15. It will be removed when the grade point deficit has been reduced to zero. Should the grade point deficit increase to 15 or more, the student will be dismissed from the university. All students placed on probation must meet with the Program Director during the semester before registering for future semesters. The student will be required to meet with the Director for every subsequent semester the student remains on probation.

Academic Dismissal

Academic dismissal from the university denies registration privileges to students who have a grade point deficit of 15 or more in their UF course work. The students will be dismissed from the university and their advance registration(s) will be cancelled. If a student is dismissed from the MS program, they will lose their internship place and need to reapply through DICAS and D & D digital. Additionally, they will need to reapply to the MS-DI program.

Academic Standing for Teaching Assistants

Teaching Assistants must maintain their GPA at or above 3.0, required credit enrollment, and other requirements in order to continue assistantship eligibility.

Switching from MS non-thesis to MS thesis or doctoral degree program. If a student in the MS-DI Program changes from the MS non-thesis degree to a MS thesis or PhD degree (after completing the internship component), additional coursework and/or research hours will be required. Due to the nature of the MS-DI Program, the student will need to complete the program requirements as scheduled. The Verification Statement will be signed for this student and submitted to the Commission on Dietetic Registration when the last semester of originally scheduled coursework (Proposed Program of Coursework) and internship requirements are completed. (ACEND Required Element 8.2.n)

Procedures for filing complaints and grievances. Grievance procedures are outlined in the UF and FSHN Graduate Student Handbooks. Student and preceptor complaints or concerns should be discussed with the MS-DI Program Director; however, recourse to an administrator other than the Program Director is available. Records of student/intern complaints will be retained for seven years, including the resolution of the complaint. Students or others may use ACEND's grievance process for allegations related to program non-compliance with the ACEND Accreditation Standards or policies once the program and university appeals process has been exhausted. A copy of the [ACEND complaint investigation form](#) and the process established for reviewing complaints are available through ACEND. Contact ACEND (ACEND@eatright.org; 1-800-877-1600 x 5400; 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995), the FSHN Department Chair, or the MS-DI Program Director/Coordinator for more information. Retaliation by any party is not permitted. (ACEND Required Element 8.2.g, h)

“Mock” registration exam. Students must complete a computer-based “mock” registration examination that is administered to all MS-DI students near the end of the internship.

The mock exam serves as the final exam required for the MS-DI program. A passing score of at least 70% is required for graduation and issuance of the DI Verification Statement.



Students who do not achieve a passing score on the first attempt will be given the opportunity to retake the exam. To allow time for preparation, the repeat exam will be scheduled a minimum of one week after the first test date. A list of test preparation resources is provided to all students to assist them in preparing for the mock registration exam and the Registration Examination for Dietitians. Students are also encouraged to contact the Dean of Students Office to arrange for services related to test-taking strategies. A copy of each student's exam score will be placed in his/her permanent record. (ACEND Required Element 8.2.j - k; 8.2.m - n)

MS-DI INTERNSHIP SITES

There are 6 main medical centers affiliated with UF's Dietetic Internship for the main clinical rotations (Food Systems Management, General Clinical, Critical Care, and Staffing Experience). These sites are located within Gainesville (Malcolm Randall VAMC, North Florida Regional Medical Center, and UF Health/Shands), Orlando (Orlando Health), Ocala (AdventHealth Ocala), and St. Petersburg (Bayfront Health). For the main internship, students will communicate with the Program Director about their career projections and willingness to complete their main internship in Orlando or to remain in Gainesville. Other sites are located within the Alachua County area for the Diabetes and Renal rotations and the Community Nutrition rotations.

The number of internship site intern positions varies each year. If there are not enough internship site positions within the student's desired location, students will randomly be selected to attend an internship site at another location. Timely, advanced notice will be provided to student.

Each clinical and community facility must achieve the following basic requirements to be affiliated with UF's Dietetic Internship program.

- Demonstrate a desire to have UF students in their facility.
- Provide adequate and competent staff to guide UF students.
- Assure adequate patient load in order to provide students with a diverse array of experiences.
- Located within a 250-mile radius from UF's campus.
- Offer affordable, safe housing within reasonable distance to their location.
 - Note: all housing and living expenses will be paid by the student, unless otherwise specified by the site.
- Provide opportunities for students to achieve dietetic internship core competencies as stipulated by ACEND.
- Designate one Site Director to whom the student can communicate with regarding the internship progress and who is responsible for facilitating the evaluation of student progress.
- Review the matched intern's dietetic internship application and facilitate an interview with the matched intern before placement is made to the internship site.

There will be a written affiliate agreement between UF and each affiliate site, which has been mutually agreed upon. An original copy of the agreement will be signed and kept on file at UF. The agreement can be amended at any time and will be reviewed and updated routinely, not to exceed a ten-year time span.



STUDENT ACCOUNTABILITY AT AFFILIATED SITES

The internship would not exist without the support of our program affiliates. Our affiliates receive no monetary compensation for the time they spend teaching and supervising students; participation is strictly voluntary. Our preceptors and site staff enjoy working with students, and they share a sense of professional responsibility for the education of future practitioners.

Contracts or affiliation agreements are signed by university and site representatives to describe the rights and responsibilities of the university, students, faculty, and affiliates. Affiliation agreements vary with the site and are available for review.

As a representative of UF and a guest in the host site's facility, you must abide by and respect the host's policies, procedures, corporate culture, and expectations.

This includes, but is not limited to, projecting a professional image and demeanor; complying with all policies, procedures, and protocols; and managing oral and written business/medical communications professionally, confidentially, and with tact and appropriate language. In each rotation, the first objective requires a review of policies and procedures for that institution. Careful attention to these written guidelines will help prevent accidents and injury to you, patients/clients, and others in the organization.

DRESS CODE AT AFFILIATED SITES AND PROFESSIONAL EVENTS

Identification badges must be worn in all internship settings. The UF Student ID will serve as the student's name identification badge. If sites require more specific personal identification, the site will provide the student with instructions for obtaining it. Lost identification badges will need to be replaced at the student's expense.

Students also must follow guidelines for professional dress. The following apply unless the individual facility has a more stringent policy. A professional appearance consisting of a clean and wrinkle-free skirt or dress pants and a shirt/blouse/sweater, suit, or dress are to be worn. Shoulders must be covered, and skirt/dress length must be consistent with the facility's policy. In some settings, male students may be required to wear ties. Shoes must have a closed toe and be appropriate to the setting. Per the site's policies, a clean, pressed, white lab coat may be worn.

During the Food Systems Management rotation, you will work with food in the production areas. Consequently, nail polish, acrylic nails, dangling earrings, and jewelry (other than plain rings and a watch) are not allowed. Unless otherwise noted in facility policies, nails must be trimmed and clean. Cuts/sores must be protected by an impermeable cover and a single use glove must be worn over the cover. Hairnets or caps must be worn in production areas and long hair must be tied back securely. Beards and moustaches that extend below the lower lip must be covered with a beard net. Non-slip, closed toe shoes (as specified in the site's policy and procedure manual) must be worn during this rotation. These recommendations are per The Joint Commission (TJC) Manual and State of Florida food code for food service workers.

Good personal hygiene should be practiced daily. Please follow the policies associated with the practicum and internship sites.



CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

HIPAA is the acronym used to refer to the Health Insurance Portability and Accountability Act of 1996. This rule sets national standards for the protection of health information. It applies to health plans, health care clearinghouses, and health care providers. Failure to comply with this rule can result in the imposition of civil or criminal penalties.

The HIPAA and Privacy –General Awareness training module will be completed by each student in the Research Planning course. Annually, each student must complete the latest version of HIPAA training released by the [UF Privacy Office](#). Internship site affiliates may require additional HIPAA training for students completing rotations at their facilities. **Each time you complete HIPAA training, your HIPAA training certificate must be provided to the MS-DI Program Coordinator.** A copy may be provided to site affiliates to document any additional HIPAA training they require.

Each student also must complete the [University of Florida Privacy of Health Information Confidentiality Statement and Health Information Policy](#) through the UF HIPAA training module; see Appendix II). This indicates your agreement to maintain the confidentiality of patients' health information. Students should be aware that breach of patient confidentiality is considered extremely serious, and in addition to the imposition of civil and criminal penalties, may result in immediate disciplinary action up to, and including, dismissal from the MS-DI Program and/or the University of Florida. Additionally, students should be aware that during internship rotations, they will be exposed to employee and financial information that is confidential and should be handled with utmost confidentiality.

Some critical points for students to keep in mind regarding assignments within courses and in the internship include:

- Follow the Minimum Necessary Rule. This means your use, disclosure, and requests for personal health information (PHI) is limited to the information necessary to get your job done.
- Shred notes or case study copies with personal health information. When discarding or donating computers and/or electronic devices used to complete case study assignments or any other assignments containing patient information, be sure that you have completely purged your computer and/or electronic storage devices of this information as per HIPAA guidelines. Purging the computer is a process that requires special equipment and knowledge. Seek professional assistance, as needed. Erasing and/or formatting the hard drive are not sufficient to eliminate data.
- Any patient information that you acquire may only be shared or discussed with the class where the assignment originates. Shred documents with patient information, such as SOAP/ADIME/chart notes, handouts, and any other materials that include PHI.

EXPERIENTIAL LEARNING POLICIES

Insurance and license requirements. The FSHN Department provides professional liability insurance for graduate students. Students must provide evidence of health insurance prior to enrollment in the internship and maintain it throughout the internship; the program does not



provide it. A valid driver's license and automobile insurance are required because transportation to and from sites is the student's responsibility; students must provide copies of each on an annual basis. Most required site rotations are within a 250-mile radius of Gainesville, although students may elect to do certain rotations located outside of this radius. The University of Florida is not liable if accidents occur per the Master of Science – Dietetic Internship Program Waiver of Liability and Hold Harmless Agreement. (ACEND Required Element 8.2.a)

Liability for safety related to travel to or from assigned areas. Students must have a valid driver's license and automobile insurance and are responsible for their transportation to and from supervised practice sites and other locations at which assignments are completed. UF will not arrange, provide, or supervise transportation, and is not liable if accidents occur. Before beginning the internship, students must read and sign the MS-DI Program Waiver of Liability and Hold Harmless Agreement. (ACEND Required Element 8.2.b)

Additional site-specific requirements. Site affiliates may have additional requirements for students to complete prior to the beginning of the rotation (i.e., orientation packet, HIPAA training, regulatory education packet, additional health requirements, background check, finger-printing, credit history check, drug screening, basic lifesaving training certification, etc.). The MS-DI Program Director or Coordinator will inform students about site-specific requirements at least one month prior to the start of the rotation. Students will not be allowed to begin internship activities, for which additional immunization, health status and/or screening tests are required, until appropriate documentation (i.e., immunization records; drug testing, etc.) has been submitted to the MS-DI Program Coordinator indicating that these requirements have been met.

In cases where the results of screening tests or background checks conflict with the requirements set by the site affiliate, the student will forego the opportunity to complete a rotation at that site. Alternative rotation options will be investigated by the MS-DI Program Director. Students are responsible for all costs associated with meeting these requirements. (ACEND Required Element 8.2.d)

Prior credit. The program does not award credit or supervised practice hours from previous experience toward the total hours required for the internship; however, adjustments to the planned learning experiences and objectives for a rotation will be considered, as appropriate, based on the individual student's prior experience in a similar work setting. (ACEND Required Element 8.2.i)

Summer Practicum Courses. The practicum is scheduled during the summer of the first year of the program. This practicum also counts towards the total hours needed to complete the internship requirements. During this practicum, students are scheduled to work 20 - 40 hours per week (depending on rotation) for a total of 360 hours (after holiday time is removed), in addition to completing coursework. These practicum courses will account for a total of 6 graded course credit hours.

Full-time supervised practice hours are scheduled during the second year of the program during spring. During the full-time internship, students are scheduled to work an average of 40 hours per week, **which may include some Saturdays and/or Sundays.** Students must be registered for a minimum of 9 credits of DIE 6942 (Dietetic Internship I; spring semester).



Educational purpose of supervised practice experiences. Supervised practice experiences are intended for students to gain the knowledge and skills needed to become competent practitioners. Students may NOT replace regularly scheduled employees of a site except during their Staffing Experience rotation. During the Staffing Experience rotation, the student may function as the dietitian for the assigned floor(s) under supervision of the preceptor who also will review, approve, and cosign the student’s entries into the medical record. (ACEND Required Element 8.2.e)

Internship rotations are scheduled to coincide with the schedules of site preceptors and availability of learning opportunities. For this reason, students may be scheduled to **work early morning and/or late shifts** (i.e. shifts may start as early as 5:00 AM or end as late as 11:00 PM) **and on weekends**. Students should refrain from asking preceptors to adjust the internship schedule to fit their own, personal schedule (ACEND Required Element 8.2.q)

Internship Supervised Practice Hours	
	<u>Minimum</u> Supervised Practice Hours
Initial Internship Experiences (primarily during semesters 1 - 4)	
Practicums (DIE 6905; HUN 6940)	384
Nutrition Education (HUN 6626)	25*
Putting Families First	15*
GreaterGators Mentorship Program	25*
North Florida Academy of Nutrition and Dietetics Committees	10*
Primary, Core Rotations (typically during semester 5)	
Food Service Systems Management (4 weeks)	160
General Clinical (4 weeks)	160
Critical Care (4 weeks)	160
Staffing Experience (3 weeks)	120
Subtotal	1,059
Minus holidays and up to 3 weather-related, personal, and sick days	56
TOTAL	1,003 hours

*Completed as a component of certain required courses/activities as discussed above.

Progress meetings with faculty liaison, coordinator or director during the internship. The faculty liaison, coordinator, or director will meet with the intern as needed throughout each rotation to discuss the rotation progress. Interns should schedule the date, time, and location of the meeting or conference call considering adherence to confidentiality and HIPAA principles, safety (so while not driving), and at a time when interruptions are unlikely so that they can provide their full attention to the discussion. (ACEND Required Element 8.2.j)



University/site closures due to internal and/or external disasters. This may include hurricanes, tornados, fires, smoke, floods, security closures, significant road closures, or pandemics preventing physical access to the site. In the event of hurricanes or other disasters that result in closure of UF, students who are completing rotations locally (65-mile radius) should not report to the facility; they will receive 1-day without having to make up the hours, however, if weather issues remain prevalent past 24 hours, the student will be required to make up the number of scheduled hours missed. Students completing rotations in unaffected areas of the state or another state should maintain their regular schedule unless the university's closure necessitates an adjustment in the student's schedule. If such an adjustment is needed, it should be cleared first with the UF MS-DI Program Director.

Students will be required to make up the number of scheduled hours missed, if the time missed exceeds 3 days (combination of weather and personal/sick days). In the event of closure of a site facility, the student will not report to the site until notified that the site has reopened (regardless of whether or not UF is closed). If the facility is only partially closed and the site requests the student to work, the student will be expected to adhere to the schedule unless UF is closed. The applicability of the worked hours to the internship rotation will be determined by the Program Director on an individual case basis. (Note: As per this *Handbook*, with the exception of Staffing Experience, students may NOT replace regularly scheduled employees.) In the event of a closure of the University of Florida or the site, the intern is to notify the site preceptor and the MS-DI Program Director.

In cases where physical access to all internship sites are revoked (due to disasters or pandemics), the UF MS-DI Program will follow the guidance, policies, and procedures as outlined by the University. This may include the provision of remote, virtual activities or alternative case study-based activities. The timeline and process of students returning to their internship/practicum sites will follow the guidance provided by the University and hospital site administration. In these instances, students will be provided with the policy and procedures manual of the site. Students will be expected to follow the guidelines and instructions of both the University and their respective internship/practicum site. (ACEND Required Element 8.2.e; 8.2.q)

Vacation, holiday, and absence policies. The practicum/internship consists of 1,003 hours of supervised practice after deducting holidays and special leave. Students must complete the assigned rotations and all other internship experiences. (ACEND Required Element 8.2.q)

Holidays. The holiday schedule follows the [university calendar](#). No supervised practice hours are awarded when absent from sites on holidays. If the student is required by the site to work on a university holiday, adjustments will be made to their schedule for another day.

Summer break. For the schedule of the summer practicums, students will have a one-week summer break that follows the University calendar. To meet internship hour requirements, there are no breaks during the main spring internship (no spring break).

Absence from assigned rotation for any reason (i.e., personal, etc.). You must notify the UF MS-DI Program Director, UF faculty liaison, and your preceptor as soon as you are able if you are unable to work during your scheduled time. Students are allotted up to 2-personal days, which must be first approved by the MS/DI Director and the Supervisor of that site. If more than 2-personal days (includes illness) are taken, the student **must make-up all remaining**



hours missed. Failure to complete the total required supervised practice hours will result in the need to complete additional supervised practice hours. The time frame for scheduling the additional hours will depend on site and preceptor availability. Site preceptors verify that the intern has completed the required number of hours on the final rotation evaluation. Student travel time to and from sites does NOT count toward internship hours for any rotation.

COVID or other viral illness. If students obtain signs/symptoms of COVID-19 or another viral illness, they need to inform the MS/DI director and supervisor and remain home until test results are negative. During this time, students will make-up these hours through virtual/simulation work that corresponds to their rotation.

Injury/illness that occurs on site during supervised practice experiences. Students who are injured or become ill at a facility while performing responsibilities associated with their supervised practice experience should follow the directions specified in the site’s policy and procedure manual. If specific instructions are not addressed in the site’s policy and procedure manual, the student should follow the directions of the site preceptor. The student and/or preceptor should inform the Program Director as soon as it is safe/appropriate to do so. Students should be aware that charges may be assessed for medical treatment and that they are responsible for any medical expenses they incur.

Each student must complete the program’s minimum required supervised practice hours. If illness, injury, or medical leave prevents completion of the required supervised practice hours by the time the internship concludes, the student is responsible for making up the time in a timely manner, with consideration given to the student, the program resources, faculty, and preceptors. (ACEND Required Element 8.2.c, k)

Evaluation of progress in DIE 6942 (full-time internship course). Criteria for evaluation are included in each rotation narrative. Students receive written formative and summative evaluations (i.e., mid-point and final evaluations for all full-time internship rotations) from the site preceptor, as well as informal feedback throughout the internship. The evaluations received at the end of each rotation is used to assign the grade for each semester of registration (i.e., spring) in the internship.

GRADUATION REQUIREMENTS AND VERIFICATION STATEMENT

The UF Graduate Catalog and FSHN Department Graduate Student Handbook identify requirements for the MS non-thesis degree. In addition to meeting the university and departmental requirements for the graduate degree, students must complete the required number of supervised practice hours, demonstrate satisfactory performance and competency in each of their rotations as defined by benchmarks, and pass the mock RDN exam. The maximum amount of time allowed for completion of all MS-DI program requirements is one year beyond the originally scheduled completion date. Students also are required to complete an exit interview, an evaluation of the internship, and return any building keys and borrowed materials.

Each student is responsible for contacting the Academic Programs Office (2014 MCC) to verify that all graduation requirements have been met. Grades of I (incomplete) must be removed. Also, students are responsible for filing all paperwork related to graduation with the appropriate administrative offices by the scheduled dates. Refer to the UF calendar.



When all degree and graduation requirements are met, the Program Director will verify program completion, submit the required information to the Commission on Dietetic Registration (CDR) via an online process, and provide students with an electronic copy of the Verification Statement.

As soon as CDR approves the class eligibility submission, the CDR exam manager will electronically notify Pearson VUE, CDR's testing agency, of each student's examination eligibility. The candidate will receive an eligibility confirmation email, followed by a registration email from Pearson VUE. The application form must be completed online and submitted with the examination fee to Pearson VUE. Pearson VUE will follow up by sending an examination confirmation by email to the candidate. Upon receipt of the Confirmation Email, the candidate may schedule a testing appointment online. An updated list of Pearson VUE test center locations is maintained on the [Pearson VUE website](#). If you experience difficulty during scheduling, you should contact Pearson VUE's Candidate Service Center at 1-888-874-7651. (ACEND Required Element 8.2.m - n)

SUMMARY AND CONCLUSION

As a student of the MS-DI Program, you are an ambassador of the University of Florida. As such, your interactions with host institutions and organizations have a direct impact on the availability of future internship opportunities. When interacting with clients and patients you will represent the respective affiliated organization. Therefore, always act in a responsible and professional manner.



DEFINITIONS AND TERMS USED

Academy: Academy of Nutrition and Dietetics (AND)

ACEND: Accreditation Council for Education in Nutrition and Dietetics

CDR: Commission on Dietetic Registration

Master of Science - Dietetic Internship Program (MS-DI): describes the specific type of dietetic internship program offered by the University of Florida's FSHN Department.

CRDN (Core Competencies for the Registered Dietitian Nutritionist): competencies required for entry-level practice, to contribute to the profession of dietetics, to develop problem-solving skills, and to create new areas of practice for registered dietitians.

DI: Dietetic Internship

DPD: Didactic Program in Dietetics

FSHN: Food Science and Human Nutrition department.

HIPAA (Health Insurance Portability and Accountability Act): a rule that sets national standards for the protection of health information. It applies to health plans, health care clearinghouses, and health care providers (i.e. covered entities). Failure to comply can result in civil or criminal penalties.

Program Affiliates: clinics, hospitals, centers, businesses, organizations, etc. that as mutually agreed upon by contract, provide learning experiences for students in the internship.

Program Director: the ACEND title used to identify the person at each institution responsible for program management. The Program Director must hold the credential of "Registered Dietitian/Registered Dietitian Nutritionist" (RD/RDN) through the Commission on Dietetic Registration (CDR) and possess the minimum of a Master of Science Degree.

Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN): an individual who has passed the National Examination for Registered Dietitians administered by CDR.

Registration-eligible: formal status conferred by CDR that indicates that an individual has successfully completed the didactic and supervised practice requirements set forth by Standards 2022 via a coordinated undergraduate program or DPD and internship. This person is eligible to take the Examination for Registered Dietitians. (**NOTE:** RDE (Registered Dietitian Eligible) is **not** an authorized credential and should **never** be used to designate your status as being eligible to take the Registration Examination for Dietitians.)

Self-Study: a program description and self-evaluation that shows compliance with the ACEND Standards 2022.

Site Preceptors: qualified individuals in institutions affiliated with the MS-DI Program who serve as preceptors and supervisors of student learning experiences as specified in the rotation narratives. They do not have formal appointments in the FSHN Department.

2022 Standards: the most current accreditation standards issued by ACEND.



REFERENCES

1. Accreditation Council for Education in Nutrition and Dietetics. *ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs*. Chicago, IL: Academy of Nutrition and Dietetics, 2022.
2. The Academy of Nutrition and Dietetics. <http://www.eatright.org>. Accessed 05/05/17.
3. *FSHN Department 2022-2023 Graduate Student Handbook*.
4. *2022-2023 Handbook for Graduate Students*. <https://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>. Accessed 07/31/23.
5. *Graduate Catalog Academic Year 2023-2024*.
6. University of Florida Policy Hub. <https://uf.force.com/PolicyHub/s/article/Social-Media>. Accessed 07/31/2023.



APPENDIX I

2022 Core Competencies for the RD/RDN*

Upon completion of the program, graduates are able to:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.	
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4	Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
CRDN 1.5	Incorporate critical-thinking skills in overall practice.
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.	
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4	Function as a member of interprofessional teams.
CRDN 2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply change management strategies to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
CRDN 2.12	Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13	Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.



Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations	
CRDN 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focused physical exams.
CRDN 3.3	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12	Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.	
CRDN 4.1	Participate in management of human resources (such as training and scheduling).
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.



CRDN 4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4	Apply current information technologies to develop, manage and disseminate nutrition information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9	Engage in the process for coding and billing of nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.	
CRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2	Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CRDN 5.3	Prepare a plan for professional development according to Commission on Dietetic Registration Guidelines.
CRDN 5.4	Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CRDN 5.5	Demonstrate the ability to resolve conflict.
CRDN 5.6	Promote team involvement and recognize the skills of each member.
CRDN 5.7	Mentor others.
CRDN 5.8	Identify and articulate the value of precepting.

*Accreditation Council for Education in Nutrition and Dietetics. ACEND Accreditation Standards for Nutrition and Dietetic Internship Programs. Chicago, IL: The Academy of Nutrition and Dietetics. (Final version adopted 2022)



Appendix II

Policy and Contract Agreements

Students will acknowledge their receipt, reading, and agreement of each of the below policies and contracts, prior to entering the program, by following this link:

https://ufl.qualtrics.com/jfe/form/SV_9sh5UROcxiFsEVE

1. UF Social Media Policy
2. UF MS-DI Contractual Agreement
3. UF MS-DI Waiver of Liability and Hold Harmless Agreement
4. UF MS-DI Statement of Personal Responsibility
5. UF Privacy Policy with the UF Privacy of Health Information Policy and Confidentiality Statement
6. UF Photograph/Recording Agreement

The signed documents will be kept as part of your MS-DI student file.